

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



October 31, 2001

ALL COUNTY LETTER NO. 01-78

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order or Settlement Agreement
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CALWORKS) CASH GRANT CASELOAD MOVEMENT REPORT, CA 237 CW (11/01)

CALWORKS REPORT ON REASONS FOR DISCONTINUANCES OF CASH GRANT, CA 253 CW (11/01)

CALWORKS REPORT ON REASONS FOR DENIALS AND OTHER NON-APPROVALS OF APPLICATIONS FOR CASH GRANT, CA 255 CW (11/01)

REFERENCE: ALL COUNTY LETTER 99-59, dated September 2, 1999;
ALL COUNTY LETTER 01-66, dated September 18, 2001;
COUNTY FISCAL LETTER 01/02-31, dated September 27, 2001

The purpose of this letter is to transmit the revised CalWORKs Cash Grant Caseload Movement Report (CA 237 CW), the CalWORKs Report on Reasons for Discontinuances of Cash Grant (CA 253 CW), and the CalWORKs Report on Reasons for Denials and Other Non-Approvals of Applications for Cash Grant (CA 255 CW) forms and instructions. These reports were revised to collect information necessary to track CalWORKs cases in which the adult has received Temporary Assistance for Needy Families (TANF) funded assistance for a cumulative total of 60 months. A new column, titled "TANF Timed-Out Cases", was added to each report form to separately track these cases and is also included in the updated definitions list. Data collection and reporting on the TANF 60-month time limit is effective with the December 2001 report month.

The Data Systems and Survey Design Bureau (DSSDB) is in the process of revising its report forms and instructions to incorporate additional format standards. These changes in format will make the forms easier-to-read and understand, and will provide more uniformity among DSSDB reports. As a result of implementing the format standards, minor content and formatting changes have been made to the reports' forms and instructions.

ALL COUNTY WELFARE DIRECTORS

Page Two

Enclosed are camera-ready copies of the forms and instructions. Additionally, the forms and instructions are available on the California Department of Social Services (CDSS) Research and Development Division (RADD) web site located at:

<http://www.dss.cahwnet.gov/research/>.

These reports continue to be due on the 18th calendar day after the report month. Therefore, the first revised reports, (December 2001 report month), are due on or before January 18, 2002. Fax or mail reports to:

California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 9-081
P.O. Box 944243
Sacramento, CA 94244-2430

FAX: (916) 657-2074

If you have questions regarding completion of these forms, please contact Pam Kian of the Data Systems and Survey Design Bureau at (916) 657-4355. Program-related questions should be directed to your CalWORKs Program analyst at (916) 654-1322.

Sincerely,

***Original Document Signed By
Lois VanBeers on 10/31/01***

LOIS VANBEERS
Deputy Director
Research and Development Division

Attachments

c: CWDA

California Work Opportunity and Responsibility to Kids (CalWORKs) Cash Grant Caseload Movement Report

SEND ONE COPY OF THIS REPORT TO:

California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 9-081
P.O. Box 944243
Sacramento, CA 94244-2430
FAX: (916) 657-2074

VERSION	COUNTY NAME	CODE	REPORT MONTH AND YEAR
PART A. APPLICATIONS FOR AID AND REQUESTS FOR RESTORATION			
1. Applications carried forward from last month (Item 1a plus Item 1b).....			1
a. Item 5 from last month			2
b. Adjustment to Item 1a (Positive or negative number) (Explain in Comments).....			3
2. Applications received during the month (Item 2a plus Item 2b).....			4
a. Applications.....			5
b. Requests for restoration.....			6
3. Total applications on hand during the month (Item 1 plus Item 2).....			7
4. Applications disposed of during the month (Items 4a, 4b and 4c).....			8
a. Applications approved [Item 7a plus Item 7b (all columns)].....			9
b. Applications denied (Same as Item 1, CA 255 CW).....			10
1) Applications denied due to receipt of Diversion payments or services (Same as Item 10, CA 255 CW)....			11
c. Other application dispositions (cancellations and withdrawals) (Same as Items 12 plus 13, CA 255 CW).....			12
5. Applications/requests pending at the end of the month (Item 3 minus Item 4).....			13
PART B. CASELOAD (ALL)		Two Parent Families (A)	Zero Parent Families (B)
Cases Added		All Other Families (C)	TANF Timed-Out Cases (D)
6. Cases carried forward from last month (Item 6a plus Item 6b).....		14	15
a. Item 12 from last month		18	19
b. Adjustment to Item 6a (Positive or negative number) (Explain in Comments).....		22	23
7. Cases added during the month (Items 7a through 7d).....		26	27
a. Applications approved.....		30	31
b. Restorations approved.....		34	35
c. Transfers from other counties.....		38	39
d. Other approvals (appeal cases, CW 7s, etc.).....		42	43
16		17	20
24		25	28
32		33	36
40		41	44
48		49	56
56		57	64
64		65	72
72		73	80
80		81	88
88		89	96
96		97	104
104		105	112
112		113	120
120		121	128
128		129	136
136		137	144
144		145	152
152		153	160
160		161	168
168		169	176
176		177	184
184		185	192
192		193	200
200		201	208
208		209	216
216		217	224
224		225	232
232		233	240
240		241	248
248		249	256
256		257	264
264		265	272
272		273	280
280		281	288
288		289	296
296		297	304
304		305	312
312		313	320
320		321	328
328		329	336
336		337	344
344		345	352
352		353	360
360		361	368
368		369	376
376		377	384
384		385	392
392		393	400
400		401	408
408		409	416
416		417	424
424		425	432
432		433	440
440		441	448
448		449	456
456		457	464
464		465	472
472		473	480
480		481	488
488		489	496
496		497	504
504		505	512
512		513	520
520		521	528
528		529	536
536		537	544
544		545	552
552		553	560
560		561	568
568		569	576
576		577	584
584		585	592
592		593	600
600		601	608
608		609	616
616		617	624
624		625	632
632		633	640
640		641	648
648		649	656
656		657	664
664		665	672
672		673	680
680		681	688
688		689	696
696		697	704
704		705	712
712		713	720
720		721	728
728		729	736
736		737	744
744		745	752
752		753	760
760		761	768
768		769	776
776		777	784
784		785	792
792		793	800
800		801	808
808		809	816
816		817	824
824		825	832
832		833	840
840		841	848
848		849	856
856		857	864
864		865	872
872		873	880
880		881	888
888		889	896
896		897	904
904		905	912
912		913	920
920		921	928
928		929	936
936		937	944
944		945	952
952		953	960
960		961	968
968		969	976
976		977	984
984		985	992
992		993	1000
1000		1001	1008
1008		1009	1016
1016		1017	1024
1024		1025	1032
1032		1033	1040
1040		1041	1048
1048		1049	1056
1056		1057	1064
1064		1065	1072
1072		1073	1080
1080		1081	1088
1088		1089	1096
1096		1097	1104
1104		1105	1112
1112		1113	1120
1120		1121	1128
1128		1129	1136
1136		1137	1144
1144		1145	1152
1152		1153	1160
1160		1161	1168
1168		1169	1176
1176		1177	1184
1184		1185	1192
1192		1193	1200
1200		1201	1208
1208		1209	1216
1216		1217	1224
1224		1225	1232
1232		1233	1240
1240		1241	1248
1248		1249	1256
1256		1257	1264
1264		1265	1272
1272		1273	1280
1280		1281	1288
1288		1289	1296
1296		1297	1304
1304		1305	1312
1312		1313	1320
1320		1321	1328
1328		1329	1336
1336		1337	1344
1344		1345	1352
1352		1353	1360
1360		1361	1368
1368		1369	1376
1376		1377	1384
1384		1385	1392
1392		1393	1400
1400		1401	1408
1408		1409	1416
1416		1417	1424
1424		1425	1432
1432		1433	1440
1440		1441	1448
1448		1449	1456
1456		1457	1464
1464		1465	1472
1472		1473	1480
1480		1481	1488
1488		1489	1496
1496		1497	1504
1504		1505	1512
1512		1513	1520
1520		1521	1528
1528		1529	1536
1536		1537	1544
1544		1545	1552
1552		1553	1560
1560		1561	1568
1568		1569	1576
1576		1577	1584
1584		1585	1592
1592		1593	1600
1600		1601	1608
1608		1609	1616
1616		1617	1624
1624		1625	1632
1632		1633	1640
1640		1641	1648
1648		1649	1656
1656		1657	1664
1664		1665	1672
1672		1673	1680
1680		1681	1688
1688		1689	1696
1696		1697	1704
1704		1705	1712
1712		1713	1720
1720		1721	1728
1728		1729	1736
1736		1737	1744
1744		1745	1752
1752		1753	1760
1760		1761	1768
1768		1769	1776
1776		1777	1784
1784		1785	1792
1792		1793	1800
1800		1801	1808
1808		1809	1816
1816		1817	1824
1824		1825	1832
1832		1833	1840
1840		1841	1848
1848		1849	1856
1856		1857	1864
1864		1865	1872
1872		1873	1880
1880		1881	1888
1888		1889	1896
1896		1897	1904
1904		1905	1912
1912		1913	1920
1920		1921	1928
1928		1929	1936
1936		1937	1944
1944		1945	1952
1952		1953	1960
1960		1961	1968
1968		1969	1976
1976		1977	1984
1984		1985	1992
1992		1993	2000
2000		2001	2008
2008		2009	2016
2016		2017	2024
2024		2025	2032
2032		2033	2040
2040		2041	2048
2048		2049	2056
2056		2057	2064
2064		2065	2072
2072		2073	2080
2080		2081	2088
2088		2089	2096
2096		2097	2104
2104		2105	2112
2112		2113	2120
2120		2121	2128
2128		2129	2136
2136		2137	2144
2144		2145	2152
2152		2153	2160
2160		2161	2168
2168		2169	2176
2176		2177	2184
2184		2185	2192
2192		2193	2200
2200		2201	2208
2208		2209	2216
2216		2217	2224
2224		2225	2232
2232		2233	2240
2240		2241	2248
2248		2249	2256
2256		2257	2264
2264		2265	2272
2272			

VERSION	COUNTY NAME	CODE	REPORT MONTH AND YEAR			
Case Exits		Two Parent Families (A)	Zero Parent Families (B)	All Other Families (C)	TANF Timed-Out Cases (D)	
9. Cases discontinued during the month (Same as Item 1, CA 253 CW).....		80	81	82	83	
10. Cases deducted due to transfers to another program segment during the month (Same as Item 13, CA 253 CW)...		84	85	86	87	
11. Cases added due to transfers from another program segment during the month (Same as Item 14, CA 253 CW)...		88	89	90	91	
12. Cases open at the end of the month [Item 8 minus (Item 9 and Item 10) plus Item 11].....		92	93	94	95	
PART C. NON-CITIZEN CASELOAD						
13. Cases open during the month (Item 13a plus Item 13b).....		96	97	98		
a. Cases receiving cash grant (\$10 or more).....		99	100	101		
1) Children in Item 13a cases.....		102	103	104		
2) Adults in Item 13a cases.....		105		106		
3) Total persons [Item 13a1) plus Item 13a2)].....		107	108	109		
b. Other cases (zero grant cases, less than \$10 cases, etc.)..		110	111	112		
1) Children in Item 13b cases.....		113	114	115		
2) Adults in Item 13b cases.....		116		117		
3) Total persons [Item 13b1) plus Item 13b2)].....		118	119	120		
COMMENTS						
CONTACT PERSON (Print)		TELEPHONE ()			DATE COMPLETED	
TITLE/CLASSIFICATION		FAX ()				

**CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs)
CASH GRANT CASELOAD MOVEMENT REPORT
CA 237 CW (11/01)**

INSTRUCTIONS

CONTENT

The monthly CA 237 CW report contains statistical information on CalWORKs caseload movement for Two Parent Families, Zero Parent Families, All Other Families, and Temporary Assistance for Needy Families (TANF) Timed-Out Cases. This report includes data on the number of applications requested or restored, cases added, cases exiting, and cases transferred from other counties during the month.

PURPOSE

This report provides county, state and federal entities with information needed for budgeting, staffing, program planning, and other purposes. Information from this report is included in the monthly publication *Public Welfare in California*.

DUE DATE AND CONTACT

The County Welfare Department (CWD) is responsible for ensuring that this report is fully and accurately completed. If portions of the report are completed by more than one entity within the CWD and/or outside agencies, the contact person responsible for submitting the report to the state shall review the report for completeness and accuracy prior to submittal. Reports are to be received on or before the 18th calendar day of the month following the report month. Fax or mail reports to:

California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 9-081
P.O. Box 944243
Sacramento, CA 94244-2430

FAX: (916) 657-2074

Report data and the report's form and instructions are available on the California Department of Social Services (CDSS), Research and Development Division (RADD) web site at:
<http://www.dss.cahwnet.gov/research/>. Copies may be printed from the web site.

If you have questions regarding this report, contact Data Systems and Survey Design Bureau (DSSDB) at (916) 651-8269.

GENERAL INSTRUCTIONS

Enter in the boxes provided near the top of the form the report's version number, county name, county code, and the report month and year.

Enter the data required for each item. If there is nothing to report for an item, enter "0". **Do not leave any items blank.**

Enter in the boxes at the end of the form the name, job title or classification, telephone and fax number of the person to contact if there are questions about the report. This person may or may not be the person who completed the report. Enter the date the report was completed.

DEFINITIONS

Adjustment: Changes in caseload resulting from actions authorized (including those authorized by mistake or in error) in prior months and not previously reported, are to be reported as an adjustment. Whenever an adjustment is reported, the county must include a footnote in the Comments section of the report, explaining why an adjustment was needed.

All Other Families: All families that have not been identified as either a two parent or a zero parent family. These cases are coded as 30, 3E, 3L, or 3P. See ACL 01-66, dated September 18, 2001 for aid code descriptions.

Application (for assistance): For reporting purposes, a request for aid which has been received and recorded by the county, on Form CA 1/SAWS 1, Application for Public Assistance.

CalWORKs: The acronym for the California Work Opportunity and Responsibility to Kids Program implemented on January 1, 1998.

Cancellation: An application or request for restoration of a cash grant is considered "cancelled" if the applicant or child(ren) for which the application is made dies before the determination is completed.

Child: A child is a person who is a member of an Assistance Unit (AU) and is under the age of 18 or is enrolled as a full-time student in high school or a vocational or technical program, before reaching the age of 19. A minor parent shall be considered a child only if he/she is included in an AU with a senior parent.

Denial: An application or request for restoration of cash grant that is denied. A denial may occur for any reason, e.g., excess income and/or resources; no deprivation; failure to complete necessary forms; failure to provide essential verification, etc.

Discontinuance: A CalWORKs cash grant case where aid is stopped and/or terminated at the end of the month for any number of reasons, e.g., non-cooperation by the AU; excess income and/or resources; loss of deprivation; discontinuance requested by the AU, etc.

Intercounty Transfer: Movement of cases from one county to another, i.e., a family moves from one county to another. The receiving county adds this case to the report via the "Transfers from other counties" Item 7c. The county from which the family is moving would count the case as a discontinuance in Item 9.

Intraprogram Status Change: Change in status from one part of the same program to the other. For example, when the father returns to an All Other Families case during the report month, that case will become a Two Parent Families case effective the next month. Therefore, for statistical reporting purposes, that case is theoretically discontinued from the All Other Families column, Item 10 and is added to the Two Parent Families column, Item 11.

Movement: CalWORKs case flow within this report. Some examples include:

- A case transfers between the different program segments.
- An active case receiving a cash grant becomes an active case which receives no cash grant during the report month, and vice versa.
- A case terminates from the CalWORKs program.

Movements between CalWORKs and Foster Care (FC):

- When a CalWORKs child goes to FC, that child is discontinued from CalWORKs and a FC application is taken.
- When an FC child goes to CalWORKs, the child is brought into the CA 237 CW case count in one of two ways:
 1. If the child creates a new AU, a new application for CalWORKs is taken and the child comes into the CA 237 CW report as a new application and is processed accordingly, within the report.
 2. If the child joins an existing AU, then that child is brought into the CA 237 CW caseload by adding him/her to the person count in Item 8a1) or Item 8b1) or in Item 13a1) or in Item 13b1).

DEFINITIONS CONTINUED

Other Approvals: Cases approved for reasons other than an application for a cash grant or restoration, transfer from another county or intraprogram status change. Some examples of "Other Approvals" include the following: approval of aid on appeal cases; approval of aid to cases erroneously denied or discontinued; and approval of a CW 7 discontinuance where completion of a new application is deemed unnecessary.

Other Cases: (Not receiving a cash grant) (See Item 8b and 13b): Cases not paid aid, but which had an authorization to receive aid during the report month. Examples include:

- Cases approved for aid during the report month, which will receive an initial warrant dated the following month.
- Cases with an authorization to receive aid discontinued during the report month, and the warrant was either cancelled or not written.
- Cases in which the authorization for the report month was a zero grant to adjust for an overpayment.
- Cases which were fully abated by child support payments.
- Cases determined eligible for CalWORKs, but whose grant was not paid because it was less than ten dollars.
- Suspended cases.

Other Dispositions: An action taken on an application or a request for restoration which results in a cancellation or withdrawal. This also includes applications denied because the applicant moved or could not be located. (See definitions for Cancellations and Withdrawals.)

Payment Responsibility: The county sending the recipient is responsible for payment of aid until the end of the transfer period, at which time the receiving county becomes responsible.

Restoration: An application of aid when the applicant has been a recipient in the same county within the last 12 months regardless of program segment.

Suspended Case: Aid is suspended in the payment month when income or circumstances in the corresponding budget month result in the ineligibility for only one payment month.

TANF Timed-Out Cases: Families that include an adult head-of-household or a spouse of a head-of-household, (including minors that are head-of-household) who have received Federal TANF assistance for a total of 60 cumulative months. These cases are coded 32 and 3W. See ACL 01-66, dated September 18, 2001 for aid code descriptions.

Transfer Period: The end of the month following the 30th day after notification to the second county.

Two Parent Families: Assistance Units (AU) that include two non-disabled, natural or adoptive parents of the same aided or SSI/SSP minor child (living in the home), unless both parents are minors and neither is the head-of-household. These cases are coded 35, 3M, or 3U. See ACL 01-66, dated September 18, 2001 for aid code descriptions.

Withdrawals: Applications or requests for restoration that are withdrawn only upon the voluntary initiative of the applicant or person applying on his/her behalf.

Zero Parent Families: Assistance Units (AU) in which the parent(s) or caretaker(s) are excluded from or ineligible for aid. These cases are coded 33, 3G, 3H, or 3R. See ACL 01-66, dated September 18, 2001 for aid code descriptions.

ITEM INSTRUCTIONS**PART A. APPLICATIONS FOR AID AND REQUESTS FOR RESTORATION**

Part A is a summary of intake activity during the report month.

1. Applications carried forward from last month (Item 1a plus Item 1b): [Cell 1] Enter the number of applications pending from the previous month. This number should be the same figure as Item 5 of the previous month's report. If the number is different than Item 5 of the previous month's report, enter the new figure in Item 1 and enter the adjustment in 1b.
 - a. Item 5 from last month: [Cell 2] Enter the number from **last month's report**, Item 5, "Applications/requests pending at the end of the month."
 - b. Adjustment to Item 1a (Positive or negative number) (Explain in Comments): [Cell 3] If an adjustment to Item 1a is required, enter the adjustment number (either a positive or negative number) and explain in Comments (or attach another sheet of paper) with the precise reason(s) for the change.
2. Applications received during the month (Item 2a plus Item 2b): [Cell 4] Enter the sum of Items 2a and 2b.
 - a. Applications: [Cell 5] Enter the number of applications received during the month. Exclude applications where aid is being transferred from another county or from one CalWORKs aid code to another.
 - b. Requests for restoration: [Cell 6] Enter the number of restorations during the month. An application for aid is considered a request for restoration when the applicant has been a recipient in the same county within the last 12 months, regardless of program segment.
3. Total applications on hand during the month (Item 1 plus Item 2): [Cell 7] Enter the sum of Items 1 and 2.
4. Applications disposed of during the month (Items 4a, 4b and 4c): [Cell 8] Enter the sum of Items 4a, 4b and 4c.
 - a. Applications approved [Item 7a plus Item 7b (all columns)]: [Cell 9] Enter the number of applications and restoration requests approved for cash grant. This item should equal the sum of Items 7a and 7b (all columns).
 - b. Applications denied (Same as Item 1, CA 255 CW): [Cell 10] Enter the number of applications and restoration requests denied. This number must agree with **Part A, Item 1 (Cells 1 – 4), "Total case denials of cash grant during the month," on the CA 255 CW (11/01), CalWORKs Report on Reasons for Denials and Other Non-Approvals of Applications for Cash Grant.**
 - 1) Applications denied due to receipt of Diversion payments or services (Same as Item 10, CA 255 CW): [Cell 11] Enter the number of applications denied for those applicants found to be apparently eligible for CalWORKs, but who opted to receive a Diversion payment or service in lieu of CalWORKs cash aid. This number is a subset of applications denied and should be included in the count for Item 4b, Applications denied. This number must agree with the number entered on **Part A, Item 10 (Cells 37 – 40), "Cases denied due to Diversion," on the CA 255 CW (11/01), CalWORKs Report on Reasons for Denials and Other Non-Approvals of Applications for Cash Grant.**

ITEM INSTRUCTIONS CONTINUED

- c. Other application dispositions (cancellations and withdrawals) (Same as Items 12 plus 13, CA 255 CW): [Cell 12] Enter the number of applications and restoration requests cancelled, or withdrawn. This item also includes applications denied because the applicant moved or could not be located. This number must agree with **Part B, Items 12 plus 13 (Cells 45 – 52), “Cases with application cancelled or withdrawn during the month” plus “Cases with applicant unable to locate or moved during the month,” on the CA 255 CW (11/01), CalWORKs Report on Reasons for Denials and Other Non-Approvals of Applications for Cash Grant.**
5. Applications/requests pending at the end of the month (Item 3 minus Item 4): [Cell 13] Enter the number of applications and requests for restoration pending at the end of the month. Entry must equal the difference between Item 3 “Total applications on hand during the month” less Item 4 “Applications disposed of during the month.”

PART B. CASELOAD (ALL)

Report all CalWORKs cases and individuals eligible to or receiving a cash grant during the report month. Each column represents a specific family type and should include cases with the following aid codes:

Two Parent Families, Column (A): Codes 35, 3M and 3U
 Zero Parent Families, Column (B): Codes 33, 3G, 3H and 3R
 All Other Families, Column (C): Codes 30, 3E, 3L and 3P
 TANF Timed-Out Cases, Column (D): Codes 32 and 3W

NOTE: Refer to ACL 01-66, dated September 18, 2001 for aid code descriptions.

Cases Added

6. Cases carried forward from last month (Item 6a plus Item 6b): [Cells 14-17] Enter the number of cases brought forward from the previous month. This number should be the same figure as Item 12 of the previous month's report. If the number is different than Item 12 of the previous month's report, enter the new figure in Item 6 and enter the adjustment in Item 6b.
- a. Item 12 from last month: [Cells 18-21] Enter the number from **last month's report**, Item 12, “Cases open at the end of the month.”
- b. Adjustment to Item 6a (Positive or negative number) (Explain in Comments): [Cells 22-25] If an adjustment to Item 6a is required, enter the adjustment number (either a positive or negative number) and explain in Comments (or attach another sheet of paper) with the precise reason(s) for the change. Changes in caseload resulting from actions authorized in prior months and not previously reported are shown as adjustments to Item 6a and are not to be reported in Item 7d.
7. Cases added during the month (Items 7a through 7d): [Cells 26-29] Enter the sum of Items 7a through 7d.
- a. Applications approved: [Cells 30-33] Enter in the appropriate column the number of applications approved for cash grant.
- b. Restorations approved: [Cells 34-37] Enter in the appropriate column the number of restoration requests approved. The sum of Items 7a and 7b, (all columns) should equal Item 4a.
- c. Transfers from other counties: [Cells 38-41] Enter in the appropriate column the number of cases for which the reporting county accepted responsibility for payment of aid during the report month.

ITEM INSTRUCTIONS CONTINUED

- d. Other approvals (appeal cases, CW 7s, etc.): [Cells 42-45] Enter the number of cases approved for reasons other than Items 7a through 7c, i.e., appeal cases, cases erroneously denied or discontinued, or CW 7 discontinuances where completion of a new application is deemed unnecessary. Do not report multiple changes occurring to a single case during the report month. Changes in caseload resulting from actions authorized in prior months and not previously reported are not to be reported in Item 7d but are shown as adjustments in Item 6b.

Caseload

8. Total cases open during the month (Item 8a plus Item 8b): [Cells 46-49] Enter the number of cases active during the report month, i.e., those cases where an official authorization for aid was in effect at some time during the month. The sum of Items 8a and 8b should equal Item 8. Item 8 should also equal the sum of Items 6 and 7.
- a. Cases receiving cash grant (\$10 or more): [Cells 50-53] Enter in the appropriate columns the number of cases receiving a cash grant during the report month.
- 1) Children in Item 8a cases: [Cells 54-57] Enter in the appropriate columns the number of children receiving aid for the current month only. Report children who are fully abated by child support payments in Item 8b. When the child's basis of eligibility changes in either direction between cash grant and Foster Care during the month, the person count will be shown with the payment covering the living arrangement as of the first of the month, in order to avoid a duplicate count.
 - 2) Adults in Item 8a cases: [Cells 58-60] Enter in the appropriate columns the number of adults or minor heads of household who received aid for the current month only.
 - 3) Total persons [Item 8a1) plus Item 8a2): [Cells 61-64] Enter the sum of Items 8a1) and 8a2) for each applicable column.
- b. Other cases (zero grant cases, less than \$10 cases, etc.): [Cells 65-68] Enter the number of cases not paid aid, but which had an authorization to receive aid during the report month. Include suspended cases.
- 1) Children in Item 8b cases: [Cells 69-72] Enter in the appropriate columns the number of children who were authorized to receive aid for the current month only. Children who are fully abated by child support payments should be reported in this item.
 - 2) Adults in Item 8b cases: [Cells 73-75] Enter in the appropriate columns the number of adults or minor heads of household who were authorized to receive aid for the current month only.
 - 3) Total persons [Item 8b1) plus Item 8b2): [Cells 76-79] Enter the sum of Items 8b1) and 8b2) for each applicable column.

Case Exits

9. Cases discontinued during the month (Same as Item 1, CA 253 CW): [Cells 80-83] Enter the number of cash grant cases that were discontinued during the month due to ineligibility to continue to receive benefits. This number must agree with **Part A, Item 1 (Cells 1-4), "Total cases discontinued during the month,"** on the CA 253 CW (11/01), **CalWORKs Report on Reasons for Discontinuances of Cash Grant.**

ITEM INSTRUCTIONS CONTINUED

10. Cases deducted due to transfers to another program segment during the month (Same as Item 13, CA 253 CW): [Cells 84-87] Enter in the appropriate column the number of cases which left the Two Parent, Zero Parent, All Other Families, or TANF Timed-Out Cases segments due to transfers as of the end of the month. NOTE: Do not include transfers to Foster Care. This number must agree with **Part B, Item 13 (Cells 70-73), “Total cases transferred to another program segment during the month,” on the CA 253 CW (11/01), CalWORKs Report on Reasons for Discontinuances of Cash Grant.**
11. Cases added due to transfers from another program segment during the month (Same as Item 14, CA 253 CW): [Cells 88-91] Enter in the appropriate column the number of cases which were added to the Two Parent, Zero Parent, All Other Families, or TANF Timed-Out Cases segments due to transfers as of the end of the month. NOTE: Do not include transfers from Foster Care. This number must agree with **Part B, Item 14 (Cells 85-88), “Total cases transferred from another program segment during the month,” on the CA 253 CW (11/01), CalWORKs Report on Reasons for Discontinuances of Cash Grant.**
12. Cases open at the end of the month [Item 8 minus (Item 9 and Item 10) plus Item 11]: [Cells 92-95] Enter the number of open cases carried forward to the next month. This is Item 8 less (Items 9 and 10) plus Item 11.

PART C. NON-CITIZEN CASELOAD

Non-Citizen cases are cases, which are not federally eligible, but State Law requires that the individual be aided. Report those Non-Citizen cases and individuals who are eligible to or have received State-only cash grants for the report month. These cases and individuals should also be included in the counts reported in Part B. Caseload (All). Mixed cases that have at least one federally eligible Non-Citizen and one non-federally eligible Non-Citizen (3E, 3H, 3U and 3W) are reported as federal cases and therefore would only be included in the counts reported in Part B. Caseload (All) and not included in Part C. Non-Citizen Caseload section.

Two Parent Families, Column (A): Code 3M

Zero Parent Families, Column (B): Code 3G

All Other Families, Column (C): Code 3L

NOTE: Refer to ACL 01-66, dated September 18, 2001 for aid code descriptions.

13. Cases open during the month (Item 13a plus 13b): [Cells 96-98] Enter the number of Non-Citizen cases active during the report month, i.e., those cases where an official authorization for State-Only aid was in effect at some time during the month. This is equal to the sum of Items 13a and 13b.
 - a. Cases receiving cash grant (\$10 or more): [Cells 99-101] Enter in the appropriate columns the number of Non-Citizen cases receiving a State-Only cash grant during the report month.
 - 1) Children in Item 13a cases: [Cells 102-104] Enter in the appropriate columns the number of Non-Citizen children who received aid for the current month only. Report children who are fully abated by child support payments in Item 13b. When the child's basis of eligibility changes in either direction between cash grant and Foster Care during the month, the person count will be shown with the payment covering the living arrangement as of the first of the month, in order to avoid a duplicate count.
 - 2) Adults in Item 13a cases: [Cells 105-106] Enter in the appropriate columns the number of Non-Citizen adults or minor heads of household who received State-Only cash grants for the current month only.

ITEM INSTRUCTIONS CONTINUED

- 3) Total persons [Item 13a1) plus Item 13a2): [Cells 107-109] Enter the sum of Items 13a1) and 13a2) for each applicable column.
- b. Other cases (zero grant cases, less than \$10 cases, etc): [Cells 110-112] Enter the number of Non-Citizen cases not paid aid, but which had an authorization to receive aid during the report month. Include suspended cases.
- 1) Children in Item 13b cases: [Cells 113-115] Enter in the appropriate columns the number of Non-Citizen children who were authorized to receive aid for the current month only. Children who were fully abated by child support payments should be reported in this item.
- 2) Adults in Item 13b cases: [Cells 116-117] Enter in the appropriate columns the number of Non-Citizen adults or minor heads of household who were authorized to receive aid for the current month only.
- 3) Total persons [Item 13b1) plus Item 13b2): [Cells 118-120] Enter the sum of Items 13b1) and 13b2), for each applicable column.

COMMENTS

Use the Comments section to:

- Explain any major fluctuations in data.
- Explain any adjustment entries.
- Provide information as directed in the report instructions.
- Provide any other comments the county determines necessary.

California Work Opportunity and Responsibility to Kids (CalWORKs) Report on Reasons for Discontinuances of Cash Grant

SEND ONE COPY OF THIS REPORT TO:

California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 9-081
P.O. Box 944243
Sacramento, CA 94244-2430
FAX: (916) 657-2074

COUNTY NAME		REPORT MONTH AND YEAR			
PART A. REASONS FOR DISCONTINUANCES OF CASH GRANT		Two Parent Families (A)	Zero Parent Families (B)	All Other Families (C)	TANF Timed-Out Cases (D)
1. Total cases discontinued during the month (Items 2 through 12) (Same as Item 9, CA 237 CW).....		1	2	3	4
2. Cases with no eligible child.....		5	6	7	8
3. Cases with children no longer deprived of support or care.....		9	10	11	12
4. Cases with resources that exceed limits.....		13	14	15	16
5. Cases with income that exceeds standards (Items 5a through 5e).....		17	18	19	20
a. Earnings increased.....		21	22	23	24
b. Benefits or pensions increased.....		25	26	27	28
c. Support from person inside home increased.....		29	30	31	32
d. Support from person outside home increased.....		33	34	35	36
e. Requirements reduced.....		37	38	39	40
6. Cases with client who moved or cannot be located.....		41	42	43	44
7. Cases discontinued due to recipient initiative.....		45	46	47	48
a. Cases discontinued due to CW 7 noncompliance.....		49	50	51	52
8. Cases excluded by law for reasons other than time limits and citizenship.....		53	54	55	56
9. Cases discontinued due to expiration of CalWORKs 60-month time limits.....		57	58	59	60
10. Cases transferred to another county.....		61	62	63	64
11. Cases transferred to Kin-GAP Program.....			65		
12. Cases transferred to Foster Care Program.....		66	67	68	69
PART B. DISCONTINUANCES DUE TO PROGRAM SEGMENT TRANSFERS					
13. Total cases transferred to another program segment during the month (Same as Item 10, CA 237 CW).....		70	71	72	73
a. Cases transferred from Two Parent to Zero Parent Families.....			74		
b. Cases transferred from Two Parent to All Other Families.....				75	
c. Cases transferred from Two Parent to TANF Timed-Out Cases.....					76
d. Cases transferred from Zero Parent to Two Parent Families.....		77			
e. Cases transferred from Zero Parent to All Other Families.....				78	
f. Cases transferred from All Other to Two Parent Families.....		79			
g. Cases transferred from All Other to Zero Parent Families.....			80		
h. Cases transferred from All Other to TANF Timed-Out Cases.....					81
i. Cases transferred from TANF Timed-Out to Two Parent Families.....		82			
j. Cases transferred from TANF Timed-Out to Zero Parent Families.....			83		
k. Cases transferred from TANF Timed-Out to All Other Families.....				84	
14. Total cases transferred from another program segment during the month. (Same as Item 11, CA 237 CW).....		85	86	87	88
COMMENTS					
CONTACT PERSON (Print)		TELEPHONE ()		DATE COMPLETED	
TITLE/CLASSIFICATION		FAX ()			

**CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CalWORKs)
REPORT ON REASONS FOR DISCONTINUANCES OF CASH GRANT
CA 253 CW (11/01)**

INSTRUCTIONS

CONTENT

The monthly CA 253 CW report contains statistical information on cash grant cases terminated from the CalWORKs program, classified by primary reason for discontinuing aid.

PURPOSE

This report provides county, state and federal entities with information needed for budgeting, staffing, program planning, and other purposes.

DUE DATE AND CONTACT

The County Welfare Department (CWD) is responsible for ensuring that this report is fully and accurately completed. If portions of the report are completed by more than one entity within the CWD and/or outside agencies, the contact person responsible for submitting the report to the state shall review the report for completeness and accuracy prior to submittal. Reports are to be received on or before the 18th calendar day of the month following the report month. Fax or mail reports to:

California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 9-081
P.O. Box 944243
Sacramento, CA 94244-2430

FAX: (916) 657-2074

Report data and the report's form and instructions are available on the California Department of Social Services (CDSS), Research and Development Division (RADD) web site at:
<http://www.dss.cahwnet.gov/research/>. Copies may be printed from the web site.

If you have questions regarding this report, contact Data Systems and Survey Design Bureau (DSSDB) at (916) 651-8269.

GENERAL INSTRUCTIONS

Enter in the boxes provided near the top of the form the county name and the report month and year.

Enter the data required for each item. If there is nothing to report for an item, enter "0". **Do not leave any items blank.**

Enter in the boxes at the end of the form the name, job title or classification, telephone and fax number of the person to contact if there are questions about the report. This person may or may not be the person who completed the report. Enter the date the report was completed.

ITEM INSTRUCTIONS

In those cases where more than one reason is applicable, the reason that is considered **most important** by the caseworker as having the greatest effect in the closing of the case will apply. Individual discontinuances are to be classified according to the reason for discontinuance included in the written notification to the recipient that the money payment is being discontinued.

For Items 2 through 12, collect the applicable reasons as indicated on the Discontinuance Reason List. See ACL 99-59 dated September 2, 1999 for the list. All Discontinuance Reasons are required data elements. Use the appropriate MEDS Reason Codes when listed. For those reasons without a specified MEDS code, the tracking codes or mechanisms are at county discretion.

PART A. REASONS FOR DISCONTINUANCES OF CASH GRANT

1. Total cases discontinued during the month (Items 2 through 12) (Same as Item 9, CA 237 CW): [Cells 1-4] Enter the total number of discontinuances. This item must equal the sum of Items 2 through 12 and must equal the monthly total of **Part B, Item 9 (Cells 80-83), “Cases discontinued during the month,” on the CA 237 CW (11/01), CalWORKs Cash Grant Caseload Movement Report.**
2. Cases with no eligible child: [Cells 5-8] Enter the number of discontinuances that occurred because there is no longer an eligible child in the home.
3. Cases with children no longer deprived of support or care: [Cells 9-12] Enter the number of discontinuances that occurred because the child is no longer deprived of parental care or support.
4. Cases with resources that exceed limits: [Cells 13-16] Enter the number of discontinuances that occurred because the recipient family's resources and/or property now exceeds limits permitted for CalWORKs eligibility.
5. Cases with income that exceeds standards (Items 5a through 5e): [Cells 17-20] Enter the sum of Items 5a through 5e.
 - a. Earnings increased: [Cells 21-24] Enter the number of discontinuances that occurred because of excessive income due to increased earnings.
 - b. Benefits or pensions increased: [Cells 25-28] Enter the number of discontinuances that occurred because of excessive income due to increased benefits or pensions.
 - c. Support from person inside home increased: [Cells 29-32] Enter the number of discontinuances that occurred because of excessive income due to increased support from person inside the home.
 - d. Support from person outside home increased: [Cells 33-36] Enter the number of discontinuances that occurred because of excessive income due to increased support from person outside the home.
 - e. Requirements reduced: [Cells 37-40] Enter the number of discontinuances that occurred because of excessive income due to a reduction in requirements.
6. Cases with client who moved or cannot be located: [Cells 41-44] Enter the number of discontinuances that occurred because the recipient moved or because the agency was unable to establish the whereabouts of the family or contact them for information essential to their continuation in the CalWORKs program.

ITEM INSTRUCTIONS CONTINUED

7. Cases discontinued due to recipient initiative: [Cells 45-48] Enter the number of discontinuances due to the recipient's initiative including voluntary withdrawal by the recipient family, refusal to comply with procedural requirements, etc.
 - a. Cases discontinued due to CW 7 noncompliance: [Cells 49-52] Enter the number of discontinuances due to the recipient's refusal to provide Monthly Eligibility Report for Cash Aid and Food Stamps (CW 7) related information. This number is a subset of discontinuances due to recipient initiative and should be included in the count for Item 7, Cases discontinued due to recipient initiative.
8. Cases excluded by law for reasons other than time limits and citizenship: [Cells 53-56] Enter the number of discontinuances due to the recipient being excluded by law for reasons other than time limits and citizenship, such as, fleeing felons and drug felons, etc.
9. **Cases discontinued due to expiration of CalWORKs 60-month time limits: [Cells 57-60]** Enter the number of discontinuances that were due to the recipient having exhausted his/her 60-month CalWORKs time limit. **THIS ITEM IS UNDER REVIEW AND FOR THE TIME BEING THE CELLS WILL BE GRAYED OUT.**
10. Cases transferred to another county: [Cells 61-64] Enter the number of discontinuances that resulted from the recipient transferring to another county.
11. Cases transferred to Kin-GAP Program: [Cell 65] Enter the number of discontinuances that resulted because the recipient transferred to the Kin-GAP Program and the entire CalWORKs case was discontinued.
12. Cases transferred to Foster Care Program: [Cells 66-69] Enter the number of discontinuances that resulted because the recipient transferred to Foster Care and the entire CalWORKs case was discontinued.

PART B. DISCONTINUANCES DUE TO PROGRAM SEGMENT TRANSFERS

Parent(s) in the Two Parent caseload, who are sanctioned for failure to comply with CalWORKs work requirements, will remain in that caseload count and will NOT be transferred at any time, including the first three months of sanction, to either the Zero Parent or the All Other Families caseload. Parents who are sanctioned for failure to assign child support rights are transferred to either the Zero Parent or the All Other Families caseload.

13. **Total cases transferred to another program segment during the month (Same as Item 10, CA 237 CW): [Cells 70-73]** Enter where indicated, the total of the following cells. These items must equal the monthly totals of **Part B, Item 10 (Cells 84-87)**, "**Cases deducted due to transfers to another program segment during the month,**" on the CA 237 CW (11/01), CalWORKs Cash Grant Caseload Movement Report.

Column (A), Two Parent Families, Cell 70 = the sum of Cells 74, 75 and 76

Column (B), Zero Parent Families, Cell 71 = the sum of Cells 77 and 78

Column (C), All Other Families, Cell 72 = the sum of Cells 79, 80 and 81

Column (D), TANF Timed-Out Cases, Cell 73 = the sum of Cells 82, 83 and 84

- a. Cases transferred from Two Parent to Zero Parent Families: [Cell 74] Enter in Column (B) the number of cases which left the Two Parent segment and will be moved to the Zero Parent segment as of the beginning of the next month.

ITEM INSTRUCTIONS CONTINUED

- b. Cases transferred from Two Parent to All Other Families: [Cell 75] Enter in Column (C) the number of cases which left the Two Parent segment and will be moved to the All Other segment as of the beginning of the next month.
 - c. Cases transferred from Two Parent to TANF Timed-Out Cases: [Cell 76] Enter in Column (D) the number of cases which left the Two Parent segment and will be moved to the TANF Timed-Out segment as of the beginning of the next month.
 - d. Cases transferred from Zero Parent to Two Parent Families: [Cell 77] Enter in Column (A) the number of cases which left the Zero Parent segment and will be moved to the Two Parent segment as of the beginning of the next month.
 - e. Cases transferred from Zero Parent to All Other Families: [Cell 78] Enter in Column (C) the number of cases which left the Zero Parent segment and will be moved to the All Other segment as of the beginning of the next month.
 - f. Cases transferred from All Other to Two Parent Families: [Cell 79] Enter in Column (A) the number of cases which left the All Other segment and will be moved to the Two Parent segment as of the beginning of the next month.
 - g. Cases transferred from All Other to Zero Parent Families: [Cell 80] Enter in Column (B) the number of cases which left the All Other segment and will be moved to the Zero Parent segment as of the beginning of the next month.
 - h. Cases transferred from All Other to TANF Timed-Out Cases: [Cell 81] Enter in Column (D) the number of cases which left the All Other segment and will be moved to the TANF Timed-Out segment as of the beginning of the next month.
 - i. Cases transferred from TANF Timed-Out to Two Parent Families: [Cell 82] Enter in Column (A) the number of cases which left the TANF Timed-Out segment and will be moved to the Two Parent segment as of the beginning of the next month.
 - j. Cases transferred from TANF Timed-Out to Zero Parent Families: [Cell 83] Enter in Column (B) the number of cases which left the TANF Timed-Out segment and will be moved to the Zero Parent segment as of the beginning of the next month.
 - k. Cases transferred from TANF Timed-Out to All Other Families: [Cell 84] Enter in Column (C) the number of cases which left the TANF Timed-Out segment and will be moved to the All Other segment as of the beginning of the next month.
14. Total cases transferred from another segment during the month (Same as Item 11, CA 237 CW): [Cells 85-88] Enter where indicated, the total of the following cells. These Items must equal the monthly totals of **Part B, Item 11 (Cells 88-91), “Cases added due to transfers from another program segment during the month,”** on the CA 237 CW (11/01), CalWORKs Cash Grant Caseload Movement Report.

Column (A), Two Parent Families, Cell 85 = the sum of Cells 77, 79 and 82
 Column (B), Zero Parent Families, Cell 86 = the sum of Cells 74, 80 and 83
 Column (C), All Other Families, Cell 87 = the sum of Cells 75, 78 and 84
 Column (D), TANF Timed-Out Cases, Cell 88 = the sum of Cells 76 and 81

NOTE: The sum of Columns (A), (B), (C) and (D) for Item 13 must equal the sum of Columns (A), (B), (C), and (D) for Item 14.

COMMENTS

Use the Comments section to:

- Explain any major fluctuations in data.
- Explain any adjustment entries.
- Provide information as directed in the report instructions.
- Provide any other comments the county determines necessary.

California Work Opportunity and Responsibility to Kids (CalWORKs) Report on Reasons for Denials and Other Non-Approvals of Applications for Cash Grant

SEND ONE COPY OF THIS REPORT TO:

California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 9-081
P.O. Box 944243
Sacramento, CA 94244-2430
FAX: (916) 657-2074

COUNTY NAME	REPORT MONTH AND YEAR			
PART A. REASONS FOR DENIALS OF CASH GRANT	Two Parent Families (A)	Zero Parent Families (B)	All Other Families (C)	TANF Timed- Out Cases (D)
1. Total case denials of cash grant during the month (Items 2 through 11) (Same as Item 4b, CA 237 CW).....	1	2	3	4
2. Cases with no eligible child.....	5	6	7	8
3. Cases with children not deprived of support or care.....	9	10	11	12
4. Cases with resources that exceed limits.....	13	14	15	16
5. Cases with income that exceeds standards.....	17	18	19	20
6. Cases that failed to comply with procedural requirements.....	21	22	23	24
7. Cases with ineligible non-citizen.....	25	26	27	28
8. Cases excluded by law for reasons other than time limits and citizenship..	29	30	31	32
9. Cases with nonresident.....	33	34	35	36
10. Cases denied due to Diversion (Same as Item 4b1), CA 237 CW).....	37	38	39	40
11. Cases denied due to expiration of CalWORKs 60-month time limits.....	41	42	43	44
PART B. REASONS FOR NON-APPROVALS OTHER THAN DENIALS				
12. Cases with application cancelled or withdrawn during the month.....	45	46	47	48
13. Cases with applicant who moved or cannot be located during the month (Item 12 plus Item 13 same as Item 4c, CA 237 CW).....	49	50	51	52
COMMENTS				
CONTACT PERSON (Print)	TELEPHONE ()		DATE COMPLETED	
TITLE/CLASSIFICATION	FAX ()			

**CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS
(CalWORKs) REPORT ON REASONS FOR DENIALS
AND OTHER NON-APPROVALS OF APPLICATIONS FOR CASH GRANT
CA 255 CW (11/01)**

INSTRUCTIONS

CONTENT

The monthly CA 255 CW report contains statistical information on applications and requests for restoration of the CalWORKs program, which have been denied or otherwise disposed of without approval, classified by primary reason for action.

PURPOSE

This report provides county, state and federal entities with information needed for budgeting, staffing, program planning, and other purposes.

DUE DATE AND CONTACT

The County Welfare Department (CWD) is responsible for ensuring that this report is fully and accurately completed. If portions of the report are completed by more than one entity within the CWD and/or outside agencies, the contact person responsible for submitting the report to the state shall review the report for completeness and accuracy prior to submittal. Reports are to be received on or before the 18th calendar day of the month following the report month. Fax or mail reports to:

California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 9-081
P.O. Box 944243
Sacramento, CA 94244-2430

FAX: (916) 657-2074

Report data and the report's form and instructions are available on the California Department of Social Services (CDSS), Research and Development Division (RADD) web site at:
<http://www.dss.cahwnet.gov/research/>. Copies may be printed from the web site.

If you have questions regarding this report, contact Data Systems and Survey Design Bureau (DSSDB) at (916) 651-8269.

GENERAL INSTRUCTIONS

Enter in the boxes provided near the top of the form the county name and the report month and year.

Enter the data required for each item. If there is nothing to report for an item, enter "0". **Do not leave any items blank.**

Enter in the boxes at the end of the form the name, job title or classification, telephone and fax number of the person to contact if there are questions about the report. This person may or may not be the person who completed the report. Enter the date the report was completed.

DEFINITIONS

An application for aid (cash grant) which is not approved may be disposed of by (1) denial, (2) provision of a diversion payment, or (3) other non-approval. A finding that an applicant is ineligible to receive a cash grant results in a denial. Also, by regulations, the application of an applicant (1) whose whereabouts are unknown or (2) who has established residence in another state is denied. Movement of the applicant to another county in this state is not a cause or reason for denial; the county receiving the application completes the determination of eligibility and, if appropriate, initiates intercounty transfer procedures. Referral of an applicant to another program or agency is not, in itself, a reason for denial of an application for cash grant.

ITEM INSTRUCTIONS

In those cases where more than one reason is applicable, the reason that is considered **most important** by the caseworker as having the greatest effect in denying the case will apply. Individual denials and other non-approvals of applications are to be classified according to the reason for denials included in the written notification.

For Items 2 through 13 collect the applicable reasons as indicated on the Denial Reason List (See ACL 99-59 dated September 2, 1999 for the list). Denial Reason items are required data elements, and all tracking codes or mechanisms are at county discretion.

PART A. REASONS FOR DENIALS OF CASH GRANT

1. Total case denials of cash grant during the month (Items 2 through 11) (Same as Item 4b, CA 237 CW): [Cells 1-4] Enter the total number of applications denied aid during the month due to ineligibility for a cash grant. Individual denials are to be classified according to the reason included in the written notification to the applicant that the application has been denied. This item is the sum of Items 2 through 11. Also, Item 2 through 11 must equal the monthly total of the figures reported in **Part A, Item 4b (Cell 10), "Applications denied," on the CA 237 CW (11/01), CalWORKs Cash Grant Caseload Movement Report.**
2. Cases with no eligible child: [Cells 5-8] Enter the number of denials that resulted from a determination that the applicant has no child who met the specific conditions of eligibility for CalWORKs.
3. Cases with children not deprived of support or care: [Cells 9-12] Enter the number of denials that resulted from a determination that the child(ren) for whom the application for a cash grant was made was not deprived of parental support or care.
4. Cases with resources that exceed limits: [Cells 13-16] Enter the number of denials with a determination made that the applicant had resources in excess of limits permitted for CalWORKs eligibility.
5. Cases with income that exceeds standards: [Cells 17-20] Enter the number of denials that resulted from a determination that the applicant had income in excess of limits permitted for CalWORKs eligibility.
6. Cases that failed to comply with procedural requirements: [Cells 21-24] Enter the number of denials that resulted from the failure of a member of the applicant group to comply with procedural requirements specified for CalWORKs eligibility.
7. Cases with ineligible non-citizen: [Cells 25-28] Enter the number of denials that resulted from a determination that the applicant did not meet the citizenship requirements for CalWORKs eligibility.

ITEMS INSTRUCTIONS CONTINUED

8. Cases excluded by law for reasons other than time limits and citizenship: [Cells 29-32] Enter the number of denials due to the applicant being excluded by law for reasons other than time limits and citizenship, such as, fleeing felons and drug felons, etc.
9. Cases with nonresident: [Cells 33-36] Enter the number of denials that resulted from a determination that the applicant did not meet the residence requirements for CalWORKs eligibility.
10. Cases denied due to Diversion (Same as Item 4b1) on CA 237 CW: [Cells 37-40] Enter the number of denials that were due to the applicant choosing a diversion payment instead of CalWORKs cash aid. Also, this item must equal the monthly total of the figures reported in **Part A, Item 4b1 (Cell 11), “Applications denied due to receipt of Diversion payments or services,” on the CA 237 CW (11/01), CalWORKs Cash Grant Caseload Movement Report.**
11. Cases denied due to expiration of CalWORKs 60-month time limits: [Cells 41-44] Enter the number of denials that were due to the applicant having exhausted his/her 60-month CalWORKs time limit. **THIS ITEM IS UNDER REVIEW AND FOR THE TIME BEING THE CELLS WILL BE GRAYED OUT.**

PART B. REASONS FOR NON-APPROVALS OTHER THAN DENIALS

12. Cases with application cancelled or withdrawn during the month: [Cells 45-48] Enter the number of applications disposed of due to the cancellation or withdrawal of the application.
13. Cases with applicant who moved or cannot be located during the month (Item 12 plus Item 13 same as 4c, CA 237 CW): [Cells 49-52] Enter the number of applications denied because the agency was unable to locate the applicant, or because the applicant moved to another jurisdiction or state. Item 12 plus Item 13 must equal **Part A, Item 4c (Cell 12), “Other application dispositions (cancellations and withdrawals),” on the CA 237 CW (11/01), CalWORKs Cash Grant Caseload Movement Report.**

COMMENTS

Use the Comments section to:

- Explain any major fluctuations in data.
- Explain any adjustment entries.
- Provide information as directed in the report instructions.
- Provide any other comments the county determines necessary.